

**Ilminster Town Council**  
**Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 14 November 2017 in the Council Chamber, Council Offices, North Street, Ilminster at 7.30pm

Present

Chair: Cllr P Burton,

Councillors: Cllr D Belobaba, Cllr J Dewick, Cllr J Fowler, Cllr M James,  
Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd,  
Cllr R Swann and Cllr T Walker

**In attendance** Miss J Norris (Town Clerk) and Mrs D Speed (Deputy Clerk)

No members of the public were present at the meeting.

**R144 Apologies for absence:**

An apology for absence was received from Councillor Fagan.

**R145 Declarations of Interest**

No Declarations of Interest were made in respect of any items on the agenda.

**R146 Minutes**

**RESOLVED**

- (i) that the minutes of the Resources Committee meeting held on 3 October 2017 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

**R147 Approval of Invoice for Affiliation Fee to Somerset Association of Local Councils**

In accordance with Financial Regulation 3.1 the Committee considered the invoice received for affiliation fee for the year to 31<sup>st</sup> March 2018 in the sum of £1,060.06.

**RESOLVED** to pay the invoice in the sum of £1,060.06 for the affiliation fee to Somerset Association of Local Councils

**R148 Open Spaces team staffing structure**

The Committee considered the structure of the Open Spaces Team/  
Issues discussed during consideration of this agenda item included: Vacancy for Senior Open Spaces Warden.

- What happens to current apprentice when period of apprenticeship ends.
- Should money be included in the 2018/19 Budget for a Seasonal Open Spaces Warden?
- Should money be included in the 2018/19 Budget for a new apprentice?

**RESOLVED**

- i) To recruit a Senior Open Spaces Warden

- ii) To offer the current Apprentice a fulltime Warden's position at the end of his apprenticeship with the same terms and conditions as the existing Open Spaces Warden.
- iii) To include provision in the 2018/19 Budget for a Seasonal Open Spaces Warden
- iv) To include provision in the 2018/19 Budget for an Apprentice but defer any recruitment process until a new Senior Warden has been appointed.

**R149 Intensive driver training course**

Councillors considered a request from a member of staff to place them on an intensive driving course.

**RESOLVED**

- (i) to offer a loan to the member of staff for regular lessons and/or an intensive driving course.
- (ii) The loan to be paid back over 12 months or immediately on informing the Town Council he is resigning his position.

**R150 Review the amount to be included in the 2018/19 budget for the work clothing allowance**

Councillors reviewed the work clothing allowance

**RESOLVED** that the work clothing allowance remains at £100 per year for each member of the Open Spaces team

**R151 Exclusion of Press and Public**

**RESOLVED** to take Agenda Item 8 Staffing Update without members of the public and press present, due to the confidential nature of the business to be transacted

**R152 Staffing Update**

The Town Clerk gave an oral report on general staffing matters. The key points of which were:

- Time line of events leading to the Senior Open Spaces Warden leaving employment by mutual agreement.
- Open Spaces team are attending a chainsaw training course
- Admin Officer, Support has completed her ECDL Extra course
- The Apprentice's tutor is happy with his progress and he should be on course to complete it by March 2018. He is already considering level 3.
- There is an admin volunteer in the Town Council Office for a few hours each week. The work undertaken includes the submission of evidence for the Foundation Quality Award, the designation of Herne Hill as a Local Nature Reserve and arranging a meeting of the Herne Hill Advisory Group.
- Admin Officer, Information will be on leave for the whole of December.
- The Appraisal training took place and staff were joined by the Mayor and Deputy Mayor.

The meeting closed 20.25 hrs